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Supplemental	<p>Click to view the Supplemental Application Form</p> <p>All applicants for this job announcement are required to complete and attach the Supplemental Application Form to their standard employment application or submit via email to cssjobs@css.lacounty.gov or by faxing us at (213) 480-0821, within 15 calendar days from the application filing date.</p>
Bulletin Number	37021BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Community and Senior Services
Position Title	COMMUNITY CENTER DIRECTOR I
Rebulletin Information	<p>THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY.</p> <p>FILING WILL START EFFECTIVE WEDNESDAY, OCTOBER 8, 2014, AND WILL BE SUSPENDED WEDNESDAY, OCTOBER 8, 2014 AT 5:00 P.M. (PST). THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.</p>
Exam Number	f8168H
Filing Type	Open Continuous
Filing Start Date	10/08/2014
Salary Type	Monthly
Salary Minimum	4737.64
Salary Maximum	6213.82
Position/Program Information	<p>Acts as administrative head of a diversified, multi-service community center, or senior citizen's center. Positions allocable to this class are found in the Department of Community and Senior Services and report to a Human Services Administrator I or Community Center Director II. These positions have responsibility for the operation and programs of a community or senior citizen's center, which provides a linkage between the community and County government. These positions may supervise staff and provide direct and outreach human services such as youth, employment, senior citizen, and refugee services such as client population in a specific geographic area. In addition, incumbents are responsible for coordinating these activities with the human services programs provided by County departments and other public and private organizations at the center. Incumbents must utilize a knowledge of the principles of supervision and a working knowledge of community needs, resources, programs, and community agencies interested in specialized activities and in solving community problems. Incumbents also must possess the ability to speak effectively with persons from various socio-economic levels and representatives of governmental or community organizations.</p>
Essential Job Functions	<p>The Community Center Director I is responsible for the following essential job functions:</p> <p>Directs center activities, including specialized human services programs, informational and referral services, and crisis intervention and emergency services.</p> <p>Develops and implements center objectives, policies, and procedures within the framework of the center's program objectives and the needs of the individual communities served.</p> <p>Plans, organizes, assigns, directs, and evaluates the work of center personnel.</p> <p>Plans, initiates, and coordinates specialized programs designed to meet community needs.</p> <p>Maintains public relations within the center's service area and participates in community activities and organizations in order to define community needs, promote development of service resources, and gain community support.</p>

Assists community organizations in establishing and coordinating services and resources and preparing grant proposals for private and government subsidies.

Coordinates center programs with other County services and community resources such as schools, law enforcement agencies, and medical facilities.

Assists in the formulation and interpretation of departmental policies as they relate to the center operation.

Acts as agency liaison to the Citizen's Advisory Committee assigned to each center.

Requirements

MINIMUM REQUIREMENTS:

Three years' of experience in a responsible administrative, supervisory, and consultative* or staff capacity** in the field of human services such as employment, social welfare****, or community services. The required experience must have included active participation***** in community problems and analyzing and making recommendations for their solution - OR - One year experience performing the duties of a Community Center Specialist II***** or its equivalent or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- A Bachelor's degree***** from an accredited *****college or university
- Demonstrative skills and experience in conducting public presentations to groups and/or presenting information in workshop settings
- Demonstrative experience in consensus building and coordinating groups with conflicting needs and wants to work together
- Demonstrative experience in implementing objectives, policies, and procedures for community program objectives based on the needs of community problems
- Demonstrative experience using Microsoft suite to prepare a variety of documents such as: correspondence, worksheet reports, and presentations
- Bilingual proficiency

Special Requirement Information

*For this examination, **Consultative capacity** is defined as an expert in a specialized field who expresses views, provides opinions, and recommends course of action to be taken on problems presented by others for resolution. Persons who provide such advisory or consultative services do not regularly perform or supervise the performance of the day-to-day work in the specialized field.

****Staff capacity** is defined as work performed to assist and support administration by doing research and making recommendations to administration for the solution of problems of organization, procedure, program, budget, or personnel at the level of Los Angeles County's class of **Administrative Aid***** or higher.

*****Administrative Aid**, under close supervision, performs beginning level administrative staff work by participating, in making investigations of operating problems in a County department.

****For this examination, **social welfare** refers to assisting members of the community on a variety of recreational programs and services in the areas of adult development and training needs, education, employment; and, networking with the public, local businesses and other public agencies to support community based programs.

*****For this examination, **active participation** refers to having Human Services

experience where the incumbent directly works with individuals or groups in a community setting such as:

- Mediating dialogue between communities; working with staff who manages cases and where decisions impacting individuals or groups are made; proposing ideas to individuals, agencies or community groups to resolve problems or address unmet needs; facilitating and negotiating mutually beneficial solutions in a public forum; engaging and helping interpret County, state and/or Federal laws or policies to groups or individuals attempting to resolve problems or addressing unmet needs.

*****Experience in the County of Los Angeles class of **Community Center Specialist II** is defined as acting as an assistant to an administrative head of a diversified multi-program community service or senior center. This position generally serves as a lead staff in a community service or senior center and has responsibility for coordinating the work of community center and auxiliary staff who provide direct and outreach human services to a large client population in a specific geographic area.

Please refer to Los Angeles County's Community Center Specialist II, Item # 8204 for a fuller description of the position's job duties:

http://dhrdcap.co.la.ca.us/classspec/index.cfm?fuseaction=preview.detail&cs_id=2212

*****In order to receive credit for any type of college degree, such as a Bachelor's or Master's degree, you must attach a legible copy of the official diploma and/or official transcripts, or official letter from the accredited institution with your application, or within 15 calendar days from the application filing date.

Accreditation Information

Accreditation: *****Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of an evaluation of training and experience based upon application information, supplemental application form, and desirable qualifications (bolded in black) weighted 100%.

Candidates must achieve a passing score of 70% or higher on this examination in order to be placed on the Eligible Register.

Special Information

Appointees may be required to work any shift including evenings, nights, weekends, and holidays.

Vacancy Information Eligibility Information

The resulting eligible register for this examination will be used to fill vacancies in the Department of Community and Senior Services.

Applicants will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

**Available Shift
Application and
Filing Information**

Any

APPLICATIONS MUST BE COMPLETED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, EMAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. We may reject your application at any time during the selection process.

We may close this examination without prior notice.

This exam will reopen as the needs of the service require.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Note: If you are unable to attach required documents, you may submit them via email to cssjobs@css.lacounty.gov or by faxing us at (213) 480-0821, within 15 calendar days from the application filing date. Please include exam number and exam title.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race,

religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Rosa Marquez
Department Contact Phone	(213) 738 2332
Department Contact Email	cssjobs@css.lacounty.gov
ADA Coordinator Phone	213 738-2604
Teletype Phone	(213) 427-6169
California Relay Services Phone	(800) 735-2922
Job Field	Administration Social Services General Government Services/Other
Job Type	All Others

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